



## MENTAL HEALTH, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	MENTAL HEALTH, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, December 8, 2006
<b>POSITION TITLE:</b>	Executive Director, Napa State Hospital	<b>FINAL FILING DATE:</b>	Friday, December 22, 2006
<b>CEA LEVEL:</b>	CEA III	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,311.00 - \$ 9,164.00 / Month	<b>BULLETIN ID:</b>	12082006_3

### POSITION DESCRIPTION

The Executive Director, under department direction, serves as the Chief Executive Officer of the hospital. The Executive Director has the necessary authority and overall responsibility in planning, organizing, staffing, directing and controlling all clinical and administrative operations at the hospital. The position shall establish rules and policies consistent with the Law and Department regulations to ensure the care and treatment of patients, the continuance of research and clinical training and the management of the hospital buildings and grounds. The position directly supervises the Medical Director, Hospital Administrator, Clinical Administrator, and other administrative staff and reports directly to the Deputy Director, Long Term Care Services.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

### KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing

functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

1. Knowledge of the principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary client treatment organization. 2. Knowledge of principles and methods of hospital organization, management and procedures. 3. Knowledge of California laws and rules pertaining to hospital administration. 4. Knowledge of Joint Commission on Accreditation of Healthcare Organizations policies and standards. 5. Knowledge of the mental health model based on

the concept of recovery from severe mental disorders and its application in an inpatient psychiatric hospital. 6. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision-making. 7. Demonstrated management experience in a hospital. 8. Ability to understand and apply the concepts of Continuous Quality Improvement within the organization.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Executive Director, Napa State Hospital**, with the **MENTAL HEALTH, DEPARTMENT OF**.

Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will only be used to fill the Executive Director, Napa State Hospital position with the Department of Mental Health. Direct questions concerning the exam process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922.

## **FILING INSTRUCTIONS**

Submit a standard State application (Form 678) and a separate "Statement of Qualifications". The Statement of Qualifications must consist of a description (outline, narrative, or bullet points) of your education and experience as they relate to the minimum qualifications and desirable qualifications for the position. Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process. Applications must be received by the final filing date.

Applicants must have a permanent State of California civil service appointment in order to be considered for this examination.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applicants who fail to submit the Statement of Qualifications may be eliminated from this**

**examination process.**

**The application, Statement of Qualifications and resume must be submitted by the final filing date to:**

MENTAL HEALTH, DEPARTMENT OF, Personnel Section  
1600 9th Street, Room 121, Sacramento, CA 95814  
Cynthia Krohn | (916) 654-2535 | [cynthia.krohn@dmh.ca.gov](mailto:cynthia.krohn@dmh.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MENTAL HEALTH, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>